

## 1 IOWA SELF ASSESSMENT PROGRAM (ISAP)

This user's manual covers the use and application of the individual program modules contained in the software program. The ISAP software is designed as an information management tool for owners and operators to objectively assess the "health" of their treatment facility with respect to NPDES permit compliance, and several management and financial functions. The program allows the facility manager to enter the treatment facility design criteria, monthly monitoring data, NPDES permit limits, and O&M information using a user-friendly, menu-based program. Once the monitoring data have been entered for a specified period, the program will automatically compute and display the facility compliance performance and calculate a "point-based" rating for that period. The point score can then be used for internal "bench-marking" to track the facility status over an extended period of time. Additional statistical tools included in the program provide the ability to do trend analysis for various parameters, and linear regression analysis for analysis of performance trends. These tools can be useful for analyzing and summarizing your monitoring and plant performance data. This type of summary analysis can be very useful in supporting process control trouble-shooting, O&M decisions, and planning for capital improvements. Summary reports from the program can be used for supporting information for annual reports to city administrators, city councils, and utility boards.

A detailed description of description of the program capabilities is included in this User's Manual.

### Running the Program on Your Computer

The first step should be to make a back-up copy of the diskette containing the ISAP files and the sample ISAP facility file. Since this program is designed to run using the Windows operating system, the most straight forward method for making a back-up diskette is the File Manager utility included with Windows. This utility is usually located in the "MAIN" program group on the Program Manager desktop. Directions for copying files and/or disks can be found in the "File Manager" help menu.

The following procedure is used to install the ISAP program onto your computer's hard disk.

1. To install the ISAP program from the Windows Program Manager, pull down the **File** menu and choose **Run**. At the Command Line field, type in **A:SETUP** if the ISAP diskette is in drive A; type in **B:SETUP** if it is in the B drive. Press the Enter key or click **OK** using the mouse.
2. The main installation dialog box appears on the screen with the default directory **C:\ISAP** as the install directory for ISAP's main program files. To accept the default directory simply press the Enter key or click the Continue button. You can also choose your own name for the ISAP directory by following the directions in the setup dialog box.
3. It will take several minutes for the ISAP files to load onto the hard drive. When the installation is complete, an ISAP program group icon is created with

an ISAP program icon inside. You can leave the ISAP program icon in the ISAP program group, or you can move it to another program group by clicking on the ISAP program icon and "dragging" the icon to another group icon of your choice.

4. An example ISAP facility data file is included with the original program diskette. The "example.sar" file should be copied from the diskette to the ISAP directory after the program setup procedure is complete.

5. To start the ISAP program, click twice on the ISAP program icon and the ISAP main menu will appear in the ISAP Version 1.0 application window. You are now ready to begin using the ISAP program. An overview of the ISAP program menu is provided in Chapter 2.